

Effective Date Statewide	Revision Date
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BAIL/BOND DISPOSITION

Description:

The Bail/Bond Disposition screen is used to display all non-disposed bail or bond amounts posted for a case.

Reference:

Accounting Manual

Overview:

This procedure is used to forfeit, refund, transfer or exonerate all or part of the posted amounts.

BAIL/BOND DISPOSITION

Procedure/Computer Entry

Bail/Bond Disposition

From the Payment screen, select **Dispose Bail/Bond**.

The screenshot shows a software window titled "Bail/Bond Disposition" with a blue header bar. The window contains the following fields and controls:

- Case:** 041000525
- State:** Felony
- Name:** MINNEY MOUSE
- Radio Buttons:** Bond, Cash Bond, and Bail (which is selected).
- Number of Item:** 1 of 1
- Navigation:** Previous and Next buttons.
- Posted \$:** 500.00
- Description:** Bail
- Disposed \$:** 0
- Posted by:** MOUSE, MINNEY
- Balance \$:** 500.00
- Posted Date:** 01/07/2005
- Action Buttons:** Forfeit, Refund, Transfer, Exonerate, and Exit.

BAIL/BOND DISPOSITION

Forfeit Bail/Bond

To forfeit bail or bond amounts to the court or other recipients.

1. From the Bail/Bond Disposition Screen select **Forfeit**.

The screenshot shows a software window titled "Forfeit Bail/Bond". It contains several input fields and buttons. The "Case" field is split into two parts: "041000525" and "State Felony". The "Name" field contains "MINNEY MOUSE". The "Posted By" field contains "MOUSE, MINNEY" and the "Amount" field contains "\$ 500.00". Below these is a "Fine due is" label and an empty input field. A group of radio buttons is labeled "Forfeit to Trust", "Forfeit to Fine", "Forfeit to State", "Forfeit to Plaintiff", and "Forfeit to Attorney". The "Forfeit to State" option is selected. Below the radio buttons is a "Recipient" label and a field containing "ALBERT - Salt Lake Test". At the bottom are four buttons: "Bail Forfeiture Notice", "Note", "Enter", and "Exit".

2. Enter the amount to be forfeited.
3. Determine if bond is forfeited to fine or to the State.
4. Select the Recipient.
5. Select **Enter** button.

Select **Enter**, a case tracking message appears. If the forfeited amount is a paper bond, select **Yes** and select a tracking review date 30 days from now. Use forfeited bond as the reason. Tracking is used to verify that the Prosecutor has contacted the surety/bond company, so the court can receive payment and close the case.

6. Select **Exit**.

BAIL/BOND DISPOSITION

Refund Bail/Bond

To refund bail or cash bond amounts to the person who posted the bail or bond do the following.

1. From the Bail/Bond Disposition screen select **Refund**.

The screenshot shows a software window titled "Refund Bail/Bond". The window has a menu bar with the following options: Filings, Links, History, Toolbox, Warnings, Journal, Cash Count!, and Print Index!. The main form contains the following fields and controls:

- Case:** 041000525
- State:** Felony
- Name:** MINNEY MOUSE
- Posted By:** MINNEY MOUSE
- Amount \$:** 500.00
- Recipient:** IMAGINATION FIGMENT (selected from a dropdown menu)
- Address:** 123 FANTASY WAY
- City, St, Zip:** DREAM LAND, UT, 84111

At the bottom of the form, there are three buttons: "Check stub description", "Enter", and "Exit".

2. Select the correct payor from the drop down list.
3. Verify the amount to be refunded. If different from the amount shown, make the appropriate change.
4. Select the **Check stub description**, if a description of the check is needed.
5. Select **Enter**.
6. Select **Exit**.

BAIL/BOND DISPOSITION

Transfer Bail/Bond

To transfer a posted amount of bail or bond to another case or to another court do the following.

1. From the Bail/Bond Disposition screen select **T**ransfer.

Transfer Bail/Bond

From case: 041000526 Other Misdemeanor

Name: EMILY JOY OLLIVIER

Amount \$: 300.00

Transfer to: [dropdown]

To case: 041000525

Name: MINNEY MOUSE [dropdown]

Check Stub Description Enter Exit

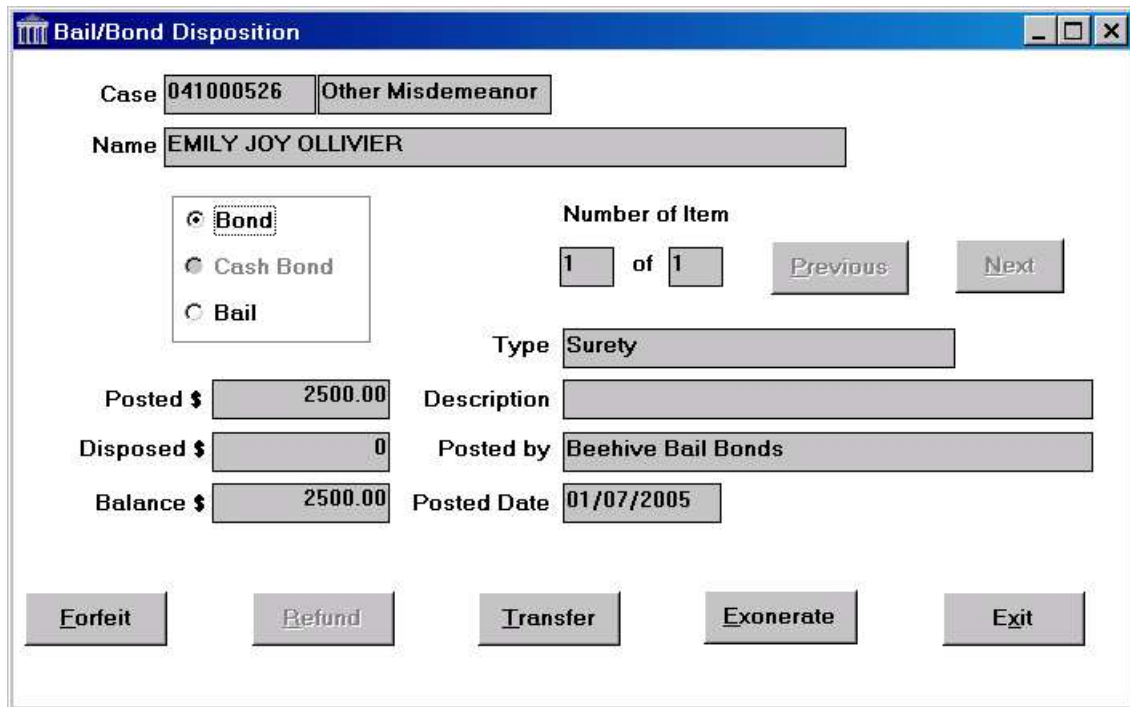
2. Check to see if the amount to be transferred is correct. Change if necessary.
3. Select the court or case number transferring the bail or bond to.
 - a. If **Transfer to** is selected, it will put the money into the check processing. A check will have to be written to get the money to another court.
 - b. If transferring the Bail or Bonds to another case, CORIS will move the money to the new case.
4. To add a note to the check stub, select the **C**heck Stub Description.
5. Select **E**nter to complete the transaction.
6. Select **E**xit to return to cashiering screen.

BAIL/BOND DISPOSITION

Exonerate Bond

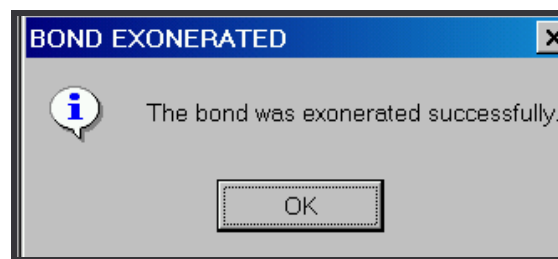
To exonerate a bond:

1. From the payment screen, select **Dispose Bail/Bond**. Or from the primary menu, select **Accounting>Bail/Bond Disposition**.



The screenshot shows a software window titled "Bail/Bond Disposition". It contains several input fields and buttons. The "Case" field is set to "041000526" and "Other Misdemeanor". The "Name" field is "EMILY JOY OLLIVIER". There are three radio buttons for "Bond", "Cash Bond", and "Bail", with "Bond" selected. The "Number of Item" is "1 of 1", with "Previous" and "Next" buttons. The "Type" is "Surety". The "Posted \$" field is "2500.00", "Disposed \$" is "0", and "Balance \$" is "2500.00". The "Description" field is empty. The "Posted by" field is "Beehive Bail Bonds" and the "Posted Date" is "01/07/2005". At the bottom, there are five buttons: "Forfeit", "Refund", "Transfer", "Exonerate", and "Exit".

2. If more than one bond, verify the bond to be exonerated. Select **Exonerate**. A message will display stating that the bond was successfully exonerated.



3. Select **OK**.
4. End tracking if necessary.